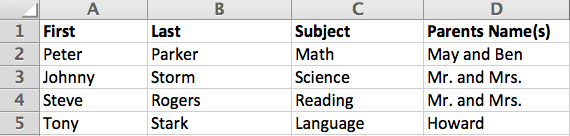
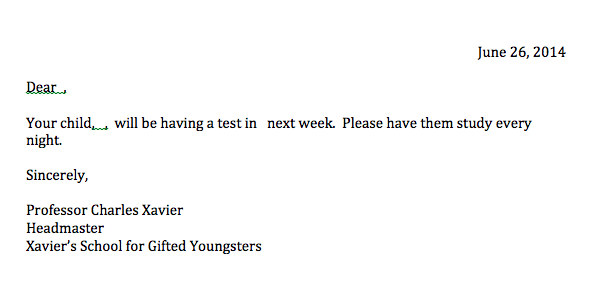
Mail merge allows you to take a list of information from a spreadsheet or database and have it automatically added to specific places in a text document, such as a letter or label.

To make this work, it is necessary to first get the spreadsheet file with the information that meets your needs. Then, create the Word document will have the common message/labels added. This could be a form letter, label, etc. Finally, the mail merge manager will pull the information from the spreadsheet to the places on the Word document and generate 1 copy for each row in the spreadsheet file.

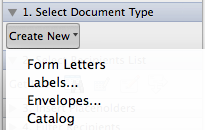
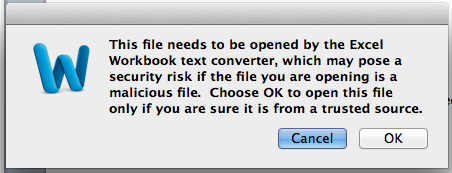
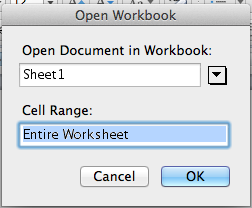
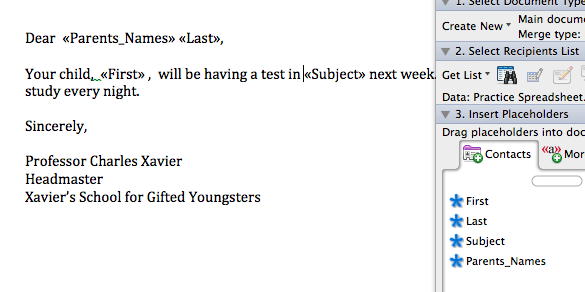
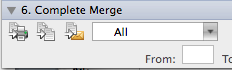
**Spreadsheet**

1. Type the label for each kind of information in the cells in row 1.
2. Type or Copy/Paste the text into the cells below the labels. 
3. Save and close the document on your computer.

**Word Document**

1. Type the text you want on each printed page to have in common. 
2. Save the document.

**Mail Merging the Two Files**

1. From the open Word Document that has your common words, go to the Tools menu and choose “Mail Merge Manager”.
2. Use the Mail Merge Manager to add the information from the spreadsheet to the spaces on the Word document.
   1. Step 1. “Select Document Type”, click “Create New” and choose type of document. 
   2. Step 2. “Select Recipients List”, click “Get List” and then click “Open Data Source…”
   3. Browse to the location of your spreadsheet file and click OK once you select it.
   4. A window will open that asks if you trust the file. Click OK. 
   5. The “Open Workbook” convertor window will open. Click OK. 
   6. Step 3. “Insert Placeholders”. Click and drag the choices from the list into the spots on the word document for the list to fill in. Be sure to add or delete any spaces, as needed.
   7. Skip to Step 6. “Complete Merge”. There are 3 options; Merge to Print, Merge to New Document, or Merge to Mail List. “Merge to New Document” lets you preview before printing.